

MONROE TOWNSHIP, MIDDLESEX COUNTY

ORDINANCE NO.: O-1-2025-003

ORDINANCE OF THE MONROE TOWNSHIP COUNCIL
AMENDING CHAPTER 79, “POLICE DEPARTMENT RULES AND REGULATIONS BY
REPEALING ARTICLES I-V AND VIII AND AMENDING AND RELOCATING
CHAPTER 79, ARTICLES VI TO VII AND ARTICLES IX TO XIII TO CHAPTER 3,
“ADMINISTRATION OF GOVERNMENT,” ARTICLE VI, “DEPARTMENT OF
ADMINISTRATION AND FINANCE”, SUBSECTION 3-50, “DIVISION OF POLICE”

WHEREAS, the Township of Monroe (hereinafter referred to as “Township”) wishes to repeal Chapter 79 Articles I to V and VIII; amend Chapter 79, Articles VI, VII, and IX-XIII to reflect the current Police Department’s promotional process standards; and relocate Chapter 79, Articles VI, VII, and IX-XIII to Chapter 3; and

NOW, THEREFORE, BE IT ORDAINED, by the Township Council of the Township of Monroe, County of Middlesex, State of New Jersey, being the governing body thereof, that Chapter 79 Articles I-V and VIII are repealed and Chapter 79 Articles VI, VII, and IX-XIII are amended and inserted into Chapter 3, Article IV to read as follows:

All new language is depicted in **bold and underline**
All language deletions are depicted in ~~strikethrough~~
Language that remains unchanged is not highlighted in anyway

Section 1. **BE IT FURTHER ORDAINED**, that Chapter 3, “Administration of Government, Article VI, “Department of Administration and Finance,” Subsections 3-50.1 to 3.50.32 shall be amended as follows:

~~Article VI Hours of Duty~~

§ ~~79-683-~~**50.1** Duty Responsibilities

Members of the Department are always subject to duty although periodically relieved of its routine performance. They shall, at all times, respond to the lawful orders of superior officers and other proper authorities as well as calls for police assistance from citizens. Proper police action must be taken whenever required. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.

§ ~~79-68-~~**13-50.2** Request for police attendance at private affairs.

A. Any request for police attendance at a private gathering from which the general public is excluded, whether by ticket or invitation, or for assistance with regard to road projects and other special details involving private contractors working within the Township shall be made to the Chief of Police.

B. The Chief of Police, at his **or her** discretion, may assign members of the Police Department not on regular duty and who may volunteer for such service, or special officers who may request such service, to perform police duty at private affairs and such other projects as above defined. While on such special duty, the members of the Department shall be under the supervision and control of the Chief of Police and shall be subject to the provisions of this chapter.

C. Persons requiring special police services shall make application to the Chief of Police stating how long the services will be required. The persons sponsoring or responsible for the event shall make payment to the Township Treasurer in an amount sufficient to cover the time and expenses at a rate established by the Township Council.

The Township Treasurer shall deposit such payments to the Township payroll account to cover the paychecks of the officers performing the special services. The rate established by the Council for this purpose shall be included in the annual Municipal Salary Ordinance.

§ ~~79-693-~~**50.3** Overtime.

All members of this Department may be ordered and requested to work overtime in case of emergency or as necessary to complete department work as ordered.

§ ~~79-703-50.4~~ **50.4** Vacation.

All officers shall follow the following departmental policy on vacation.

A. Vacation shall be selected with the first choice to be made in accordance with rank, as follows:

- (1) Chief.
- (2) Captain.
- (3) Lieutenants.
- (4) Sergeants.
- (5) ~~Patrolman~~ **Patrol Officer**.

B. Where there are more than two officers or enlisted ~~men~~ **officers** in a rank the choice of vacation dates will be given in accordance with seniority.

~~Article VII Outside Employment~~

§ ~~79-713-50.5~~ **50.5** Outside employment restricted.

Members of the Department shall not accept outside employment or engage in outside business activities without the prior approval of the Chief of Police. Applications for permission to accept outside employment shall be made in writing to the Chief of Police. The application shall set forth pertinent information concerning the type of work to be engaged in, the name and address of the prospective employer and the hours of such employment. No application for permission to accept outside employment shall be approved by the Chief of Police if there is any reasonable probability that such outside employment will interfere with a member's performance or compromise a member's position with the Township through a conflict of interest or if there is any reasonable probability that the particular employment requested would reflect unfavorably upon the policeman involved or upon the Police Department. All officers requesting to use police equipment during outside work must place such requests in writing to be approved by the Chief of Police.

§ ~~79-71.13-50.6~~ **50.6** Procedures for employment of off-duty police personnel.

A. A person may make a request to the Chief of Police to utilize off-duty police personnel for private purposes. If the request is granted, then and in that event, provided the person is a for-profit entity or governmental entity, a fee shall be charged as provided herein. A "person" is defined as any individual, firm, partnership, corporation, organization, club, association, governmental entity or any principal or agent thereof.

B. Each private party receiving police services shall be charged a fee as follows per officer utilized for the service. ~~The following hourly fees shall be paid to Police Department personnel of the Township of Monroe as hereinafter specified, retroactive to January 1, 2002~~ **fees shall be set in accordance with Municipal Code § 3-50.2 "Request for police attendance at private affairs."**

2002	2003	2004
\$60.00/hour	\$62.00/hour	\$65.00/hour
2002	2003	2004
\$80.00/hour	\$83.00/hour	\$87.00/hour

C. An application, on a form provided by the Police Department, must be submitted to the Chief of Police. If approved, the Chief of Police shall require the applicant, where applicable, to deposit in escrow with the Treasurer of the Township, a sum of money for payment for the estimated total compensation for the utilization of the off-duty personnel. The amount to be determined shall be at the sole discretion of the Chief of Police based on the estimated number of days and number of personnel required to fulfill applicant's request. Moneys not expended shall be returned to the applicant within 30 days of task completion. If additional funds are required, applicant shall be notified by the Chief of Police in writing setting for the additional amount to be deposited in the escrow account and the date on which the deposit shall be made. The Chief of Police, at his **or her** sole discretion, may order the off-duty personnel to cease performing their duties and shall cause applicant's activity to cease, provided the aforesaid payment is not timely made.

D. The Chief of Police shall be solely responsible for the assignment of off-duty police personnel for private purposes.

Article IX Rank

§ ~~79-753-50.7~~ Order of rank.

The order of rank in the uniform force of the Department shall be as follows:

- A. Chief of Police.
- B. Captain.
- C. Lieutenant.
- D. Sergeant.
- E. ~~Patrolman~~**Patrol Officer**.

§ ~~79-763-50.8~~ Chain of command.

Command shall be exercised by the virtue of rank and, in the case of equal rank, by length of service in the next preceding rank, unless otherwise directed by the Chief of Police.

§ ~~79-773-50.9~~ Temporary change in rank.

Members of the Department who may be placed temporarily in the position of a member of higher rank by proper authority shall exercise the authority and perform the duties of such higher office. They shall not alter or countermand any such order issued by the member whose place was temporarily occupied, except when the expediency of police business demands.

§ ~~79-783-50.10~~ Ranking officer to take command.

Upon all occasions, when a body of members of the Department is assembled, the ranking officer present shall take command and will be held responsible for the official action and conduct of those present and for the good condition of everything entrusted to his **or her** charge. He or she shall be familiar with all that concerns his command and he **or she** shall exact from his subordinates efficient performance of duty.

§ ~~79-793-50.11~~ Seniority of ~~patrolmen~~Police Officer.

When two or more ~~patrolmen~~**Police Officer** are sent upon any special duty and no ranking officer accompanies them, the ~~patrolman~~**Police Officer**, senior in point of service, shall have command, unless otherwise directed by the Chief of Police.

Article X ~~Authority and Duties~~

§ ~~79-803-50.12~~. Chief of Police.

The Chief of Police shall have and exercise the following authority:

- A. Be responsible for the prevention of criminality and the repression of criminal activity, the protection of life and property, the preservation of peace and public compliance with countless laws. He **or she** is supplied with ~~men~~**officers** and equipment to assist in the attainment of these objectives. These he **or she** must organize, direct, coordinate and control in a manner that will assure the most effective and economical accomplishment of his **or her** purpose.
- B. Be responsible for the observation and enforcement of all laws of the state and ordinances within the jurisdiction of the Police Department, the enforcement of the rules and regulations of the Police Department and shall perform such duties as shall be prescribed by ordinance of the Township Council.
- C. See that all persons connected with the Department are properly instructed in their duties and give particular attention to the training and instruction of new members thereof.
- D. Shall have under his **or her** control all records and property of the Police Department and designate any member of the Department to prepare these reports and keep the records in such manner as he **or she** may prescribe, as well as to take charge of such property coming into the custody of the Department.
- E. Furnish to the Mayor complete monthly and yearly reports of Police Department matters.
- F. Shall, with approval of the Mayor, establish and may, from time to time, amend and repeal such rules and regulations as he **or she** may deem necessary for the government and efficient working of the entire Department. The rules and regulations when adopted, amended or repealed shall be posted by the Chief of Police, in facilities assigned to the Police Department for headquarters purposes and a copy delivered to each member of the Department within five days after their adoption, amendment or repeal.
- G. Shall supervise the designated Humane Enforcement Officer under Chapter 33, Section 33-2.1 of the Code authorized to carry a firearm.

§ 79-813-50.13. Captain.

Each captain shall have and exercise the following authority and perform the following duties:

- A. He or she shall be subject to the direct supervision and command of the Chief of Police.
- B. He or she shall be next in command to the Chief of Police and, in case of absence or disability of the Chief of Police, he or she shall perform all the duties of the Chief of Police.
- C. He or she shall, when acting as the Chief of Police, issue such orders and directives or take such action as may be necessary; but in every case shall make a full report of the entire occurrence to the Chief of Police at the earliest practical moment.
- D. He or she shall be responsible for the maintenance of all records, files and reports pertaining to the operations of the Police Department.
- E. He or she shall be responsible for the scheduling of the work for the entire Police Department.
- F. He or she shall assist the Chief of Police in the performance of all his or her duties and shall be responsible for seeing that all the laws of the State of New Jersey and the ordinances for the Township of Monroe are duly enforced and observed and that the public peace is maintained.
- G. He or she shall order and purchase all supplies which are necessary for the efficient operation of the Department.
- H. He or she shall maintain complete files of personnel records and Department equipment.
- I. He or she shall forward all monthly reports as prescribed by the Chief of Police.
- J. He or she shall oversee the entire operation of the Police Department.
- K. (Reserved)
- L. He or she shall, at time to time, assume any other duties as assigned to him or her by the Chief of Police.

§ 79-823-50.14. Lieutenant.

Each Lieutenant shall have and exercise the following authority and perform the following duties:

- A. He or she shall be subject to the direct supervision and command of the Captain.
- B. He or she shall be superior in rank to Sergeants, ~~patrolmen~~ patrol officers and special officers.
- C. He or she shall thoroughly familiarize himself or herself with the laws of the federal government, the laws of the State of New Jersey and the ordinances of the Township of Monroe.
- D. He or she shall, at all times, inform himself or herself of the affairs of the Department and be assured that the duties of his or her subordinates are properly discharged.
- E. Ordinarily his or her hours of duty shall be established by departmental policy, but he or she shall be available for duty at all times, in cases of special need and emergency.
- F. He or she shall be designated as a Division leader and oversee the operation of his or her Division.
- G. He or she shall forward all monthly reports as prescribed by the Chief of Police.
- H. He or she shall be responsible for the maintenance of all records, files and reports pertaining to his or her specific job assignment.
- I. He or she shall request to the Captain in writing all orders and supplies which are necessary to the efficient operation of his or she section.
- J. He or she shall, when requesting vacation time, submit it in writing to the Captain for approval or disapproval.

§ 79-833-50.15. Sergeant.

Each Sergeant shall have the following authority and perform the following duties:

- A. He or she shall be subject to the direct supervision and command of the Lieutenant.
- B. He or she shall be superior in rank to and have charge of all ~~patrolmen~~ patrol officers and special officers who shall be serving on the same shift and shall supervise the work of all said members. He or she shall give such instructions and directions as he or she shall deem necessary for the proper and efficient operation of the Police Department.
- C. He or she shall see that ~~men~~ officers reporting for duty properly relieve the officers going off duty and that his or her ~~men~~ officers are in proper uniform with the necessary equipment to perform their duties.
- D. He or she shall designate sections of the Township (known as "zones") to be patrolled by members of his or her squad.
- E. He or she shall be responsible for maintaining the day sheet and recording any compensatory time owed to any ~~man~~ officer in his or her squad.
- F. He or she shall review for approval all reports made by the ~~men~~ officers he or she is supervising during a tour of duty. If reports fail to meet with his or her approval, he or she shall instruct the ~~men~~ officers under his or her supervision as to the proper form and information to be supplied.

- G. He or she shall assure that all patrols are in their assigned zones and shall know where his or her menofficers are at all times.
- H. He or she shall set an example for all subordinates in sobriety, dignity, courtesy, discretion and observance of proper discipline and shall at all times, while on duty, appear neatly attired.
- I. He or she shall demand of his or her menofficers an appreciation and respect for the rights and liberties of all persons. He or she shall constantly require his or her menofficers to strive for a high degree of excellence in the quality of law enforcement and services rendered by them.
- J. He or she shall make himself or herself thoroughly acquainted with the capabilities of ~~patrolmen~~patrol officers under his or her supervision.
- K. He or she shall be held responsible for the proper conduct and appearance of ~~patrolmen~~patrol officers under his or her supervision and would be deemed guilty of neglect of duty or inefficiency when those under his or her command of supervision are habitually lax and indifferent in the performance of their duties.
- L. He or she shall promptly obey and transmit all orders ensuring uniform interpretation and full compliance.
- M. He or she shall obey all rules and regulations and shall see that all ~~patrolmen~~patrol officers under his or her supervision obey them, and when they are violated he or she shall take the proper action.
- N. He or she shall at the earliest practical moment approve or disapprove all requests concerning vacations, for all ~~men~~ officers under his or her supervision and forward the same to the Lieutenant's office. He or she shall, from time to time, forward special reports and assume such duties assigned to him or her by the Chief of Police.
- O. He or she shall when requesting vacation, submit in writing to his or her division leader for approval of disapproval.

§ 79-843-50.16. Detective.

- A. The title Detective is an assignment, not a rank. All officers assigned to the Detective Bureau will be assigned by the Chief of Police.
- B. A Detective assigned to the Detective Bureau shall be accountable through the Bureau Commander to the Chief of Police.
- C. Ordinarily his or her hours of duty shall be established by the Division Lieutenant, but he or she shall be available for duty at all times in case of special need or emergency. He or she shall respond punctually to all his or her specific uniformed assignments.
- D. He or she shall be governed by the rules and regulations for a ~~patrolman~~Patrol Officer insofar as they do not relate to specific uniformed assignments.
- E. He or she shall intelligently and thoroughly investigate each case assigned to him or her, initiating the investigation by prompt contact with the complainant. He or she shall keep interested units advised of information developed.
- F. He or she shall use every legal means at his or her disposal to detect and solve crime and prosecute offenders, thoroughly investigating all information received from any source.
- G. He or she shall assist police units and personnel in the investigation of crime, the apprehension and successful prosecution of criminals and the recovery of property.
- H. He or she shall recognize crime as an offense against the state and, whenever feasible, initiate prosecution.
- I. He or she shall study and apply sound investigative techniques and improve his or her effectiveness by attention to:
 - (1) Use of records and reports.
 - (2) Interviews.
 - (3) Cultivation of informants.
 - (4) Development of perception.
 - (5) Proper collection, identification, analysis, preservation and presentation of evidence.
- J. He or she shall keep detailed records of his or her investigations and promptly execute all other reports required by the Department.
- K. He or she shall prepare all cases assigned to him or her in every way which will ensure the best possible way of presenting the facts to the court.
- L. He or she shall learn the rules of evidence and court procedure and develop skills which will enable him or her to be an effective witness.
- M. He or she shall communicate information to other police personnel concerning crimes, criminals and suspects for proper coordination of police effort.
- N. He or she shall serve all legal papers assigned to him or her and execute required returns.
- O. He or she shall constantly be alert to the identity of suspects connected with local crime, when arrested by other agencies, and effect their return and prosecution.
- P. He or she shall maintain good relationships with other police agencies, satisfying their request and improving his or her sources of aid and information.

- Q. He or she shall actively cooperate with prosecutors to prepare cases for trial.
- R. He or she shall provide immediate response to the need for any police service notwithstanding the special nature of his or her assignment.
- S. The fact that a member of the Department is assigned for duty to the Detective Bureau shall not be construed as relieving him or her of the responsibility of taking prompt action in the matter of any violations of the laws, ordinances and regulations brought to his or her attention.
- T. Members of the Detective Bureau shall at all times cooperate in their work with the uniform branch of the Department and endeavor at all times to see that the utmost harmony prevails between their branch of the service and the uniform branch of the service.

§ ~~79-853-50.17~~. Patrolman**Patrol Officer**

Each ~~patrolman~~**Patrol Officer** shall have and exercise the following duties:

- A. He or she shall be subject to the direct supervision and command of the Sergeant.
- B. Perform general police work and be the primary public relations representative of the Department.
- C. Conduct preliminary investigations at the scene of crimes or accidents and shall gather evidence, administer first aid, locate and interview witnesses, make proper arrests and submit proper reports.
- D. Watch particularly the actions of suspected criminals.
- E. Be responsible for all phases of police work, not just his or her specific assignments.
- F. Confine his or her patrol within the limits of the Township of Monroe, except when making arrests or making urgent investigations or when ordered elsewhere by his or her superior officer.
- G. Maintain constant patrol of the Township, except when taking proper lunch period or for personal necessity.
- H. Note and investigate all vehicles, the drivers or occupants of which arouse suspicion, and shall question the occupants and driver, learning names and ages, sexes, residences and other information, together with the make, license number, serial number, color and type of vehicle.
- I. Note all defects in highways, sidewalks, buildings, etc., from which accidents might arise and, when unable to immediately adjust such defects shall notify his or her superior officer by written report or where urgency is required, by phone or other means.
- J. Report at once to the ~~desk officer~~**Superior Officer** all defective traffic signals, streetlights, etc.
- K. Report to his or her superior officer as quickly as possible if for any reason he or she cannot report by police radio.
- L. Be responsible for seeing that all laws of the State of New Jersey and ordinances of the Township of Monroe are duly observed and enforced and that the public peace is maintained. He or she shall also be responsible for the protection of life and property, for the health, safety and general welfare and for general well-being of the citizens and residents of the Township.
- M. Appreciate and respect the liberties and rights of all persons and shall constantly strive for a high degree of excellence in quality in law enforcement and services rendered by him or her.

§ ~~79-863-50.18~~. All Department personnel.

In addition to the general duties specified herein, each member of the Police Department, commensurate with the rank or assignment, shall:

- A. Have the responsibility and obligation to uphold the constitution and the laws of the State of New Jersey and the ordinances of the Township of Monroe.
- B. Have the responsibility to carry out the orders of the Chief of Police and all other superior officers whether such orders are written or verbal.
- C. Maintain order and morality, preserve the peace, prevent crime, protect life and property and detect and arrest criminals.
- D. Investigate crimes, make legal arrests and serve subpoenas.
- E. Be responsible for maintaining good public relations.
- F. Prevent accidents, provide emergency services for sick, injured and insane persons, recover missing persons, recover missing persons and property, regulate traffic and give guidance and information about the Township. Supervise the work of personnel assigned to him or her through individual discussions, conferences and written orders.
- G. Be responsible for investigations of any unlawful acts being performed or existing in the Township, including gambling, vice and crime.
- H. Be responsible for the transmittal of all necessary orders and directives to his or her subordinates and to his or her relief.
- I. Familiarize himself or herself with all orders issued to him or her by superior officers and with all relevant orders issued to the ~~man~~ **officer** he or she relieves.
- J. Assure himself or herself that his or her subordinates are adhering to all rules, regulations, orders and procedures of the Department.

- K. Be responsible for the quality and effectiveness of police services tendered by his or her subordinates.
- L. Be responsible for the conduct and discipline of his or her subordinates.
- M. Prepare cases for court, attend hearings and testify before courts as required.
- N. Make an immediate written report to his or her superior officer of any bribe attempt.
- O. Treat the public with courtesy and respect, keeping in mind the necessity of public respect for the police force.
- P. Render police assistance when needed, regardless of whether he or she is on or off duty or on a special assignment.
- Q. Ensure the order and cleanliness of Township property and equipment assigned to him or her.
- R. Report in writing immediately to his or her superior officer the loss of any equipment necessary for the performance of his or her duty.
- S. Give his or her name upon proper request.
- T. When in uniform salute the national colors as they pass in public parades or other ceremonies.
- U. Maintain a notebook for the purpose of filing all departmental directives issued by the Chief of Police. Such directives shall instruct and guide personnel in the performance of their duties.
- V. Restrict all off-duty jobs to work which is approved by the Chief of Police. No off-duty job shall interfere with or impair the ability or availability of the police officer to perform all aspects of his or her duties as a Police Department member.
- W. Be governed with regard to vacation leave, sick leave, special leave, compensatory leave, military leave, death leave, leave without pay, holiday leave, off-duty leave, insurance coverage and salary by the appropriate ordinances of Monroe Township.

§ 79-87. Desk Officer.

- ~~A. The Desk Officer shall thoroughly familiarize himself with the rules and regulations governing the Police Department and all matters pertaining to Department business. He shall properly and intelligently transact such duties as are entrusted to him.~~
- ~~B. He shall, at all times, in his official dealings with both the citizenry and members of the Department, be an example of intelligence, efficiency, promptness, accuracy and courtesy.~~
- ~~C. The Desk Officer shall be under the immediate supervision of the Shift Sergeant and shall remain behind the desk until properly relieved, unless otherwise required to leave in the performance of his official duties or for reason of personal necessity. When it is necessary to leave his post for any reason, he will have the Shift Sergeant assign a member of the Department to assume charge. Upon being properly relieved, the Desk Officer shall inform and advise his relief of all matters pursuant to Department business.~~
- ~~D. He shall properly enter on the prescribed blotters, books and forms, a record of all police business affecting the Department, as occurring or reported during his respective tour of duty. He shall further take the necessary and proper action thereon and will be responsible for the preparation of all reports in connection therewith.~~
- ~~E. The Desk Officer shall not permit any unauthorized person or persons behind the desk.~~
- ~~F. He shall permit no loitering, particularly about the desk area, of any civilian visitor or departmental member, either on or off duty. Only such person or persons having official business shall be allowed to remain on or about the premises of police headquarters.~~
- ~~G. He shall cooperate with all other municipal departments and law enforcement agencies, whenever possible and when not inconsistent with police duties. In accordance thereto, it will be his responsibility to promptly transmit to said departments or other agencies so affected all reports received concerning them, through official channels.~~
- ~~H. It shall be the responsibility of the Desk Officer to properly record in the desk log all complaints regardless of nature.~~
- ~~I. The Desk Officer shall dispatch or cause to be dispatched all local alarms via teletype and police radio in respect to stolen autos, missing persons, lost or stolen property, police information, wanted persons or any other related information.~~
- ~~J. The Desk Officer shall transmit all orders or instructions from competent authority as affecting any or all members of the Department.~~
- ~~K. All departmental personnel, so performing the duties of Desk Officer, shall be thoroughly familiar with the rules and regulations of the Federal Communication Commission and will be governed thereby.~~
- ~~L. In all cases whereby any unit of the radio system becomes inoperative, the Desk Officer shall forthwith notify the duly authorized maintenance personnel, so that the defective unit may be repaired or replaced as quickly as possible.~~
- ~~M. The Desk Officer shall be responsible for the proper keeping of records, reception, distribution, censorship and form used in the filing of all alarms and messages, relative to the police teletype system and the disposition thereof.~~
- ~~N. The Desk Officer shall transmit or cause to be transmitted all alarms and messages to Department radio-equipped units, in order of the alarm or message importance.~~
- ~~O. All mechanical difficulties experienced in conjunction with the teletype receiver shall be~~

immediately reported to the telephone company by the Desk Officer and an appropriate entry recorded in the desk blotter accordingly.

- ~~P. All Desk Officers and other departmental members, upon answering the telephone at police headquarters, will in a pleasant voice announce, "Monroe Township Police Department," and then in turn, give their respective rank and name. No other form of telephone technique shall be used.~~
- ~~Q. Outgoing and intradepartmental personal telephone calls must, out of necessity, be restricted to a minimum. Incoming personal calls must be kept as brief as possible, under the code of good manners. It shall be the responsibility of the Desk Officer to eliminate all unnecessary toll charge calls, if such call is not official in nature.~~
- ~~R. All Desk Officers shall be covered by all policies, rules and regulations set forth by the Chief of Police.~~

§ 79-883-50.19. School Crossing Guards.

- A. School Crossing Guards shall be under the direct supervision of the officer in charge of the Traffic Bureau.
- B. A School Crossing Guard, before assuming duties at any post, will first be required to undergo four hours of traffic-control training and one hour of a refresher training course each preschool term thereafter.
- C. Responsibilities and assignments.
 - (1) A School Crossing Guard assigned to a post will be responsible for the safety of all persons using that post.
 - (2) School Crossing Guards, while on post, will not be permitted to sit in their vehicles, unless otherwise directed by the officer in charge of the Traffic Bureau. Those times, when permissible, will be outlined by him or her.
 - (3) No parking will be permitted while on post.
 - (4) Any complaints that School Crossing Guards may have pertaining to their post, such as unruly children, speeders, problems with bicyclists or any other problem that requires attention, shall be reported to the Traffic Bureau.
 - (5) Any injury received while on assigned duty shall be reported by the quickest means to the Traffic Bureau Officer.
 - (6) Complaints received from citizens pertaining to the conduct of a School Crossing Guard will be investigated by a Traffic Bureau officer. If and when it is determined through an investigation that the Crossing Guard is alleged to be guilty of improper conduct, a report will be forwarded to the Chief of Police, at which time a hearing date will be set. The School Crossing Guard so charged will be notified, in writing, as to the date and time of the hearing.
 - (7) A School Crossing Guard, when reporting out due to sickness or any other cause, must make such information known to the ~~desk officer~~ **Superior Officer** at police headquarters as soon as possible. The person reporting out must reveal the following information: name, post and approximate date of return. A substitute School Crossing Guard will be assigned to fill a post that is vacant due to sickness, personal days or emergencies.
 - (8) No School Crossing Guard shall be excused from their post for more than five days during a school term, exclusive of sick leave and personal days, unless an extreme emergency occurs. When a post is vacant due to extended sickness or emergencies over five days, a Senior School Crossing Guard will have the option of working that post. The substitute School Crossing Guard will be assigned to fill the Senior School Crossing Guard's post.
 - (9) When a substitute School Crossing Guard is called to fill a vacant post and refuses, that person's name will go to the bottom of the substitute School Crossing Guards' call list.
 - (10) At no time will it be permissible for a School Crossing Guard to consume any type of an alcoholic beverage prior to reporting to duty.
 - (11) No personal shopping is permitted while attired in any part of the School Crossing Guard uniform.
 - (12) A School Crossing Guard reporting late for duty more than once in the course of a school term, without a justifiable excuse, shall be subject to disciplinary action, as determined by the Department.
 - (13) All School Crossing Guards shall be required to attend meetings as scheduled by the Officer in charge of the Traffic Bureau. Any unexcused absence from a scheduled meeting may be cause for disciplinary action, as determined by the Department.
 - (14) A School Crossing Guard assigned to a post will be subject to change anytime. However, under normal circumstances a guard assigned to a post will remain on that post, unless moved for reasons specified.
 - (15) A School Crossing Guard shall at all times comply with verbal or written orders issued by the Chief of Police and the officer in charge of the Traffic Bureau or, in his or her absence, any other Traffic Bureau officer.

D. Uniforms: clothing and equipment regulations.

- (1) All School Crossing Guards, when receiving clothing and equipment from the Traffic Bureau, shall be required to sign a form that will indicate what type of clothing and equipment was issued.
- (2) The School Crossing Guard receiving clothing and equipment shall be held responsible for its care.
- (3) In the event of loss or damage to clothing or equipment issued, the person shall be required to replace said clothing or equipment if and when determined through an investigation by a Traffic Bureau officer that the loss or damage was due to carelessness.
- (4) The cost of replacement shall be determined by the Administrative Sergeant of the Monroe Township Police Department.
- (5) The replacement of said clothing or equipment shall be made by check or money order payable to the Township of Monroe and presented to the Officer of the Traffic Bureau within 30 days of the notification which shall be in writing.
- (6) All equipment and clothing issued by the Traffic Bureau and any other clothing or equipment required to comprise the uniform of a School Crossing Guard shall be subject to standard operating procedure issued by the officer in charge of the Traffic Section and approved by the Chief of Police.
- (7) All equipment and clothing issued to the School Crossing Guards shall be used at all times while on their assigned post.

E. The regulations set forth will be enforced to the fullest extent. Failure to comply with the foregoing regulations will result in formal charges and possible termination of employment.

§ ~~79-88.13~~-50.20. Law Enforcement Chaplain.

- A. The Law Enforcement Chaplain shall be under the direct supervision of the Chief of Police.
- B. The Law Enforcement Chaplain shall be a volunteer clergyman appointed by the Mayor.
- C. The Law Enforcement Chaplain shall be an ecclesiastically certified person in good standing, endorsed for the chaplaincy by a recognized religious body and shall have been ordained for at least five years.
- D. Responsibilities and assignments.
 - (1) The Law Enforcement Chaplain shall be an advisor to the Chief of Police in all matters pertaining to the moral, spiritual and religious welfare of police personnel and shall provide requested guidance and input regarding community services rendered through the Police Department.
 - (2) The Law Enforcement Chaplain shall be responsible for all duties assigned by the Chief of Police and shall be available to serve with any officer as a consultant or assistant upon the direction of the Chief of Police.

§ ~~79-88.23~~-50.21. Domestic Violence Victim Response Team.

- A. Findings. As outlined in N.J.S.A. 2C:25-18, the State Legislature has found and declared that domestic violence is a serious crime against society; that there are thousands of persons in this state who are regularly beaten, tortured and in some cases killed by their spouses or cohabitants; that a significant number of women who are assaulted are pregnant; that victims of domestic violence come from all social and economic backgrounds and ethnic groups, that there is a positive correlation between spousal abuse and child abuse; and that children, even when they are not assaulted, suffer deep and lasting emotional effects from exposure to domestic violence. Therefore, the State Legislature has declared its intent to assure the victims of domestic violence the maximum protection from abuse and directs that domestic violence victim response teams be created.
- B. Establishment. The Domestic Violence Victim Response Team is hereby established. It shall consist of not more than 20 civilian members appointed by the Mayor. A member of the Police Department appointed by the Chief of Police shall serve as the Domestic Violence Victim Response Team Coordinator to supervise and manage the efforts of the team.
- C. Purpose. Members of the Domestic Violence Victim Response Team shall:
 - (1) Respond to the scene of a domestic violence incident when summoned by the Domestic Violence Response Team Coordinator or his **or her** designee.
 - (2) Provide victims of domestic violence with support and compassion; and
 - (3) Provide victims with information with respect to various help agencies, hotline numbers and support groups.

- D. Requirements. Applicants who wish to serve as part of the Domestic Violence Victim Response Team must be at least 21 years of age, complete an application form, submit to a background investigation, supply references and be personally interviewed by the Chief of Police or his or her designee.
- E. Appointment. Once the application process has been completed, the Mayor may appoint a team member. The appointment shall be for a one year term. At the end of the one year term, the team member shall submit to a performance evaluation by the Chief of Police. Based upon the performance evaluation, the team member may be appointed by the Mayor for an additional one year term or released from service. Team members shall serve without compensation.
- F. Responsibilities. All team members must attend an initial 40 hour training course, as well as any other periodic sessions required by the Domestic Violence Victim Response Team Coordinator. Team members must also adhere to the Police Department's General Orders concerning domestic violence.
- G. Scheduling. The Domestic Violence Coordinator shall create a schedule for all team members. Team members shall be on-call and available to report for duty when necessary to respond to domestic violence situations during their scheduled times.
- H. Termination. Team members may be terminated at any time for failure to comply with Police Department General Orders. Termination is at the discretion of the Chief of Police who shall take into account the recommendation of the Domestic Violence Victim Response Team Coordinator.

~~Article XI Amendment To Rules And Regulations~~

~~§ 79-893-50.22~~ Procedure.

A. The rules and regulations of the Department may be amended, revoked or suspended, in whole or part, or additional ones may be made from time to time, as the circumstances or the good of the service may require.

B. When notice of any amendment, alteration, or new rule or alteration, or rule or regulation is given to the members of the Department, they shall promptly make the necessary corrections and insert such change or changes in their manual.

~~Article XII Qualifications of Members~~

~~§ 79-903-50.23~~ General qualifications of **Members of the Township Police Department.**

Except as otherwise provided by law, no person shall be appointed as a member of the Township Police Department and force unless he or she:

A. Is a citizen of the United States.

B. Is in sound mind and body and of good health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey as to his or her eligibility for membership in the Retirement System.

C. Is able to read, write and speak the English language well and intelligently.

D. Is of good moral character and has not been convicted of any criminal offense involving moral turpitude.

~~§ 79-90.13-50.24~~ Specific Qualifications **of Members of the Township Police Department.**

A. **Promotion to rank of Captain. A person who is qualified to be appointed as a Captain in the Township of Monroe Police Department must have served one year as Lieutenant in the Monroe Township Police Department or a police department of comparable size. In addition, the Police Department will consider the following during the promotion process:**

~~(1) One year as Lieutenant in the Monroe Township Police Department or a police department of comparable size.~~

(21) If there are more than four eligible candidates for the position of Captain, the candidates shall successfully complete the ~~written and~~ oral examination given by the New Jersey State Chiefs of Police Association **and the departmental evaluation.** If there are four or less eligible candidates for the position of Captain, the Chief of Police, with the approval of the Mayor, shall appoint a candidate to fill the position

without requiring the candidates to take the examination given by the New Jersey State Chiefs of Police Association.

~~(32) The candidate's One-year probationary period.~~

~~(3) The candidate's seniority credit. The seniority credit is equal to .15 multiplied by years in grade.~~

B. Promotion to rank of Lieutenant. A person who is qualified to be appointed as a Lieutenant in the Monroe Township Police Department must have one year as Sergeant in the Monroe Township Police Department or a police department of comparable size. In addition, the Police Department will consider the following during the promotion process:

~~(1) One year as Sergeant in the Monroe Township Police Department or a police department of comparable size.~~

~~(21) Successful at **the** written and oral examination given by the New Jersey State Chiefs of Police Association.~~

~~(2) Successful at the Departmental Evaluation.~~

~~(3) The candidate's One-year probationary period.~~

~~(4) The candidate's seniority credit. The seniority credit is .15 multiplied by years in grade.~~

C. Promotion to rank of Sergeant. A person who is qualified to be appointed as a Sergeant in the Monroe Township Police Department must have served five years as Patrol Officer in the Monroe Township Police Department or a police department of comparable size. In addition, the Police Department will consider the following during the promotion process:

~~(1) Five years as patrolman in the Monroe Township Police Department or a police department of comparable size.~~

~~(21) Successful at written and oral examination given by the New Jersey State Chiefs of Police Association.~~

~~(32) The candidate's One-year probationary period.~~

~~(3) Successful at the Departmental Evaluation.~~

~~(4) The candidate's seniority credit. The seniority credit is equal to .15 multiplied by years in grade.~~

D. Patrolman~~Patrol Officer.~~

~~(1) No person shall be appointed as an officer or probationary officer unless such person has provided documentation demonstrating that they satisfy N.J.A.C. 13:1-10.2.~~

~~(1) Citizen of the United States between the ages of 18 and 35 and a resident of New Jersey for the past two years.~~

~~(2) Shall be of good reputation and sound moral character and shall not have been convicted of any crime involving moral turpitude.~~

~~(3) Shall be a high school graduate or a graduate of an equivalent institution of learning.~~

~~(4) Shall be in good physical condition.~~

~~(5) Shall have normal hearing in both ears.~~

~~(6) Shall have the ability to distinguish colors.~~

~~(7) Must possess a valid New Jersey auto driver's license.~~

~~(8) Must be successful at a five-part entrance examination:~~

~~(a) Written and oral, given by the New Jersey State Chiefs Association.~~

~~(b) Medical, given by the Township Physician.~~

~~(c) Physical, given by the Monroe Police.~~

~~(d) Psychological, given by the Township Psychologist.~~

(92) Must successfully complete mandatory police training course approved by the New Jersey Police Training Commission, as set forth below.

(a) An officer appointed for a one year probationary term who has not previously and successfully completed the mandatory police training course approved by the New Jersey Police Training Commission shall be enrolled in the course during his or her probationary term. To be eligible for appointment as a permanent police officer after his or her probationary term, he must successfully complete the course.

(b) An officer appointed for a one year probationary term who has previously and successfully completed the above mandatory police training course shall be eligible for appointment as a permanent police officer once his or her probationary term ends.

E. Administration of the Promotional Process.

(1) The Police Department will be responsible for reviewing the components included regarding the promotional selection process. If an officer believes that they received an improper score during their attempt for promotion, then they shall request a review of their score pursuant to the Monroe Township Police Department Rules and Regulations.

(2) Upon multiple applicants successfully completing the above listed requirements, the Police Department shall establish a list of eligible applicants. The names of the applicants placed on the herein mentioned list shall remain there for a maximum of three years.

(3) The Mayor shall be responsible for administering the promotional process for the Chief of Police.

§ ~~79-913-50.25~~ 79-943-50.25 Temporary appointments.

The appointing body, officer or officers of the municipality, when authorized to do so, may employ such officers and other personnel for said Police Department and force as temporary employees in emergencies or for certain specified parts of the year, as needed.

§ ~~79-923-50.26~~ 79-943-50.26 Absences from duty.

Except as otherwise provided by law, any permanent member or officer of said Police Department and force who shall be absent from duty without just cause or leave of absence for a continuous period of five days shall cease to be a member of said Police Department and force.

§ ~~79-933-50.27~~ 79-943-50.27 Additions to Department.

The appointing body, officer or officers of the municipality, when authorized to do so, may employ such officers and other personnel for permanent positions within said Police Department as are from time to time needed.

§ ~~79-943-50.28~~ 79-943-50.28 Application fee.

The appointing body may prescribe an application fee as a requirement of those desiring to apply for a permanent position on the force, said fee to help defray the administrative costs associated with administering examinations to applicants. Said fee shall be fixed in amount from time to time by resolution of the Township Council.

Article XIII Intermunicipal Police Assistance

§ ~~79-953-50.29~~ General provisions Intermunicipal Police Assistance.

General Provisions

A. Preamble. N.J.S.A. 40A:14-156 et seq. (hereinafter the "Statute") allows municipalities to provide emergency intermunicipal police assistance to other municipalities which adopt similar reciprocal ordinances; and

The Township Council of the Township of Monroe deems it to be in the best interests of the residents of the Township of Monroe to enact an ordinance pursuant to the Statute in order to provide for the health, safety and welfare of the residents of the Township.

The Township hereby cooperates with all other municipalities which adopt a similar reciprocal ordinance providing for intermunicipal police assistance in times of emergency.

B. The intermunicipal assistance will be provided if and when the Township of Monroe has an emergency within its boundaries requiring additional police assistance to protect life and property, or to assist in suppressing a riot or disorder and whenever another municipality, which has enacted a similar reciprocal ordinance, may experience a similar emergency requiring police assistance.

C. The Mayor, as the appropriate authority, or in his or her absence, the Chief of Police, is hereby authorized to request assistance from the Chief or highest ranking officer on duty of the police departments of other municipalities for intermunicipal police assistance during and/or after an emergency situation.

D. The Chief of Police of the Township of Monroe or the highest ranking officer on duty at the time shall provide assistance to another municipality or municipalities making a valid request to supply such personnel and equipment, to the extent possible without endangering person or property within the Township of Monroe.

E. Members of the Township of Monroe Police Department supplying emergency assistance to other municipalities shall have the same powers and authority, as have the members of the police department of the municipality in which said assistance is being rendered. Additionally, said members shall also have, while so acting, said rights and immunities as they may otherwise enjoy in the performance of their normal duties within the Township of Monroe.

F. The Township of Monroe shall, upon providing assistance to another municipality which has enacted a similar intermunicipal assistance ordinance, assume the cost and expense of providing said personnel and equipment to the requesting municipality, excepting such instances when the requesting municipality receives state or federal aid as reimbursement or if private concerns are involved and the requesting municipality receives reimbursement. Therefore, in this event, the costs incurred by the Township shall be submitted to the municipality which requested assistance, for reimbursement.

G. At such times that an emergency may occur and intermunicipal police aid is requested, the Chief of Police of the municipality wherein said emergency situation exists, shall be the senior ranking officer of all members of any police department rendering assistance within the boundaries of said municipality.

H. In the event any member of the police force summoned pursuant to an agreement to render assistance, suffers injury or death in the performance of his or her duties, he/she or his/her designee or legal representative shall be entitled to such salary, pension rights, workman's compensation or other benefits as would have accrued, if such injury or death had occurred in the performance of his or her normal duties.

I. A copy of this section shall be transmitted to the Municipal Clerk of each municipality in Middlesex County, no later than five business days following its adoption. The Clerk of the Township of Monroe shall maintain a record of all such similar ordinances adopted by other municipalities.

§ ~~3-50.13-50.30~~ Division of Municipal Disaster Control.

[Note: there are no other changes to this section]

§ ~~3-50.43-50.31~~ Monroe Township Division of Ambulance Service.

[Note: there are no other changes to this section]

§ ~~3-50.53-50.32~~ Third party payment plan for emergency medical services.

[Note: there are no other changes to this section]

Section 2. Severability. If any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudications shall apply to the section, paragraph, subsection, clause, or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid in effect.

Section 3. Repealer. Any ordinance or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This Ordinance shall take effect upon passage and publication in accordance with the applicable law.

SO ORDAINED, as aforesaid.

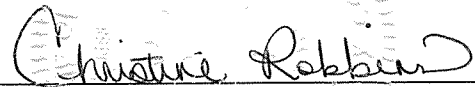


 MIRIAM COHEN, Council President

RECORDED VOTE – INTRODUCTION – January 29, 2025						
COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Councilman Dipierro	X		X			
Councilman Markel		X	X			
Councilwoman Siegel			X			
Council V. President VanDzura			X			
Council President Cohen			X			

NOTICE

Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at the regular meeting of the Monroe Township Council held on January 29, 2025 and will be further considered for final passage after a Public Hearing during the council meeting to be held on March 3, 2025, 2025 at 6:30 p.m. in the Monroe Twp. Municipal Building, One Municipal Plaza, Monroe Twp., N.J. 08831. At said time and place, all persons will be granted the opportunity to be heard concerning this Ordinance prior to its consideration for adoption by Council.



 CHRISTINE ROBBINS, Township Clerk

RECORDED VOTE – SECOND READING & FINAL ADOPTION – March 3, 2025						
COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Councilman Dipierro	X		X			
Councilman Markel		X	X			
Councilwoman Siegel			X			
Council V. President VanDzura			X			
Council President Cohen			X			

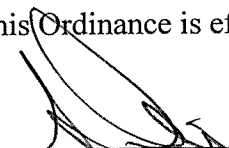
MONROE TOWNSHIP, MIDDLESEX COUNTY

ORDINANCE NO.: O-1-2025-003

**ORDINANCE OF THE MONROE TOWNSHIP COUNCIL
 AMENDING CHAPTER 79, “POLICE DEPARTMENT RULES AND REGULATIONS BY
 REPEALING ARTICLES I-V AND VIII AND AMENDING AND RELOCATING
 CHAPTER 79, ARTICLES VI TO VII AND ARTICLES IX TO XIII TO CHAPTER 3,
 “ADMINISTRATION OF GOVERNMENT,” ARTICLE VI, “DEPARTMENT OF
 ADMINISTRATION AND FINANCE”, SUBSECTION 3-50, “DIVISION OF POLICE”**

MAYORAL APPROVAL

By virtue of the Optional Municipal Charter Law of 1950 and Chapter 3, Section 19 of the Code of the Township of Monroe, my approval of this Ordinance is effected by the affixing of my signature hereto.



 STEPHEN DALINA, Mayor

Date signed: 3/4/2025



Township of Monroe

County of Middlesex

CHRISTINE ROBBINS
Township Clerk

Municipal Complex
1 Municipal Plaza
Monroe Township, NJ
08831-1900
Phone (732) 656-4573
Fax (732) 521-3190

Affidavit of Publication

I, Tanya Pannucci, Deputy Township Clerk, of the Township of Monroe, County of Middlesex, State of New Jersey, do hereby certify that the attached legal notice is a true copy of such notice, which was published in the Home News Tribune, the official newspaper of Monroe Township and a newspaper of general circulation in the County of Middlesex on March 7, 2025.

Tanya Pannucci, Deputy RMC

Tanya Pannucci, Deputy Township Clerk

Friday, March 07, 2025

Notice Content

MONROE TOWNSHIP, MIDDLESEX COUNTY NOTICE OF FINAL ADOPTION Notice is hereby given that the following entitled Ordinance was introduced and passed on First Reading at the regular meeting of the Monroe Township Council held on January 29, 2025. Furthermore, this Ordinance was adopted after a Public Hearing was held at the March 3, 2025 meeting of the Monroe Township Council which was held in the Monroe Twp. Municipal Building, One Municipal Plaza, Monroe Twp., N.J. 08831 and was thereafter approved and signed by the Mayor on March 4, 2025. MONROE TOWNSHIP, MIDDLESEX COUNTY ORDINANCE NO.: O-1-2025-003 "ORDINANCE OF THE MONROE TOWNSHIP COUNCIL AMENDING CHAPTER 79, "POLICE DEPARTMENT RULES AND REGULATIONS BY REPEALING ARTICLES I-V AND VIII AND AMENDING AND RELOCATING CHAPTER 79, ARTICLES VI TO VII AND ARTICLES IX TO XIII TO CHAPTER 3, "ADMINISTRATION OF GOVERNMENT," ARTICLE VI, "DEPARTMENT OF ADMINISTRATION AND FINANCE", SUBSECTION 3-50, "DIVISION OF POLICE" CHRISTINE ROBBINS, R.M.C Township Clerk 3/7/25 (\$19.11)



Township of Monroe

County of Middlesex

CHRISTINE ROBBINS
Township Clerk

Municipal Complex
1 Municipal Plaza
Monroe Township, NJ
08831-1900
Phone (732) 656-4573
Fax (732) 521-3190

Affidavit of Publication

I, Tanya Pannucci, Deputy Township Clerk, of the Township of Monroe, County of Middlesex, State of New Jersey, do hereby certify that the attached legal notice is a true copy of such notice, which was published in the Home News Tribune, the official newspaper of Monroe Township and a newspaper of general circulation in the County of Middlesex on February 4, 2025.

Tanya Pannucci, Deputy RMC
Tanya Pannucci, Deputy Township Clerk

Tuesday, February 04, 2025

Notice Content

MONROE TOWNSHIP NOTICE OF PENDING ORDINANCE ORDINANCE NO.: O-1-2025-003 NOTICE IS HEREBY GIVEN THAT AN ORDINANCE ENTITLED: "ORDINANCE OF THE MONROE TOWNSHIP COUNCIL AMENDING CHAPTER 79, "POLICE DEPARTMENT RULES AND REGULATIONS BY REPEALING ARTICLES I-V AND VIII AND AMENDING AND RELOCATING CHAPTER 79, ARTICLES VI TO VII AND ARTICLES IX TO XIII TO CHAPTER 3, "ADMINISTRATION OF GOVERNMENT," ARTICLE VI, "DEPARTMENT OF ADMINISTRATION AND FINANCE", SUBSECTION 3-50, "DIVISION OF POLICE"", has been introduced and passed on first reading at the regular meeting of the Monroe Township Council held on January 29, 2025 and will be further considered for final passage after a Public Hearing during the council meeting to be held on March 3, 2025 at 6:30 p.m. in the Monroe Twp. Municipal Building, One Municipal Plaza, Monroe Twp., N.J. 08831. At said time and place, all persons will be granted the opportunity to be heard concerning this Ordinance prior to its consideration for adoption by Council. The proposed Ordinance in its entirety can be viewed on the Township website, www.monroetwp.com and is on file in the Municipal Clerk's Office. Copies may be obtained without charge between the hours of 8:30am and 4:30pm. Monday through Friday. Christine Robbins, Municipal Clerk (\$24.18)